



# JOB APPLICATION FORM

Please download the document and complete all sections on the form. If any section does not apply to you, enter not applicable (n/a). Once completed save this file as a PDF document and then email it to the following email address: [recruitment@springhillhighschool.co.uk](mailto:recruitment@springhillhighschool.co.uk)

## 1. VACANCY DETAILS

JOB TITLE

JOB REFERENCE

## 2. PERSONAL DETAILS

TITLE

FIRST NAME

SURNAME

ADDRESS

TOWN/CITY

COUNTY

POSTCODE

TELEPHONE

EMAIL

MOBILE

CURRENT DRIVING LICENCE

PLEASE INDICATE IF YOU ARE HAPPY TO RECEIVE CORRESPONDENCE VIA YOUR EMAIL ADDRESS

YES

NO

### 3. REFERENCES (Please give two referees, for example your current or most recent line manager)

FIRST NAME

SURNAME

ADDRESS

TOWN/CITY

COUNTY

POSTCODE

TELEPHONE

EMAIL ADDRESS

JOB TITLE

RELATIONSHIP TO YOU

OTHER NAME YOU ARE KNOWN BY WITH REFEREE

ALLOW US TO CONTACT THIS REFEREE

YES

NO

### 3. REFERENCES (Please give two referees, for example your current or most recent line manager)

FIRST NAME

SURNAME

ADDRESS

TOWN/CITY

COUNTY

POSTCODE

TELEPHONE

EMAIL ADDRESS

JOB TITLE

RELATIONSHIP TO YOU

OTHER NAME YOU ARE KNOWN BY WITH REFEREE

ALLOW US TO CONTACT THIS REFEREE

YES

NO

## 4. ABSENCES

(Please give two referees, for example your current or most recent line manager)

HOW MANY PERIODS OF ABSENCE HAVE YOU HAD THROUGH ILL HEALTH IN YOUR LAST YEAR OF EMPLOYMENT?

**DURING THAT YEAR HOW MANY DAYS IN TOTAL HAD YOU BEEN ABSENT FROM WORK DUE TO ILL HEALTH?**

**PLEASE STATE REASONS FOR SIGNIFICANT PERIODS OF ABSENCE.**

## 5. EDUCATION/QUALIFICATIONS

(please start with the most recent)

[illegible]

## 6. TRAINING (Please list any courses which you have undertaken which are relevant to the job)

FROM (MM/YYYY)	TRAINING PROVIDER START WITH MOST RELEVANT	COURSE TITLE	COURSE DURATION

## 7. MEMBERSHIP (Please indicate membership of any organisation(s) relevant to this job)

FROM (MM/YYYY)	NAME OF ORGANISATION	TYPE OF MEMBERSHIP	GRADE/LEVEL	OFFICIAL USE

## 8. EMPLOYMENT & EXPERIENCE (start with most recent employment and include any voluntary or other relevant experience)

FROM (MM/YYYY)	TO (MM/YYYY)	EMPLOYER START WITH MOST RECENT EMPLOYMENT	JOB TITLE	SALARY	REASON FOR LEAVING

## 8. EMPLOYMENT & EXPERIENCE (continued)

FROM (MM/YYYY)	TO (MM/YYYY)	EMPLOYER	JOB TITLE	SALARY £K	REASON FOR LEAVING

## 9. BREAKS IN EMPLOYMENT HISTORY

FROM (MM/YYYY)	TO (MM/YYYY)	REASON

## 10. DISCIPLINARY MATTERS

HAVE YOU BEEN SUBJECT TO ANY DISCIPLINARY INVESTIGATION OR ACTION INCLUDING SUSPENSION FROM DUTY DURING YOUR PERIODS OF EMPLOYMENT WITH ANY EMPLOYER? INCLUDE ANY INVESTIGATIONS OR ACTIONS TAKEN BY YOUR PROFESSIONAL BODY.

YES              NO

IF YES, PROVIDE DETAILS ABOUT ACTION TAKEN AGAINST YOU. INCLUDE ANY PENDING INCIDENT/ACTION.

PLEASE STATE REASONS FOR SIGNIFICANT PERIODS OF ABSENCE.

## 11. ADDITIONAL INFORMATION IN SUPPORT OF YOUR APPLICATION

(In order for us to decide whether to call you for interview, it is essential that you provide us with sufficient details of any experience and skills which demonstrate how you meet the requirement of this job, as set out in the Person Specification contained within the Job Description. Please continue on a separate sheet if necessary. You should ensure that any additional sheets are attached

## 12. CRIMINAL CONVICTIONS/CAUTIONS/DISQUALIFIED PERSONS/INVESTIGATIONS

This company is committed to the welfare and safety of vulnerable adults and children. Criminal convictions are not necessarily a bar to employment, but the safety of vulnerable adults and children will be key to all decisions regarding the employment of staff or volunteers.

This position is exempt under the Rehabilitation of Offenders Act 1974, therefore you must disclose all previous convictions, cautions, bind over order, any road traffic offences, Court Martials, or any pending proceedings. A Criminal Records Bureau Disclosure will be required.

To assist with the implementation of this policy, all applicants are asked to complete the following questionnaire and provide written consent for checks to be completed.

### ARE YOU ON THE DBS UPDATE SERVICE?

YES                  NO

### HAVE YOU EVER PLEADED GUILTY, BEEN CONVICTED, OR CAUTIONED BY A POLICE OFFICER, FOR ANY CRIMINAL OFFENCES?

YES                  NO

### HAVE YOU EVER BEEN INTERVIEWED AS A POTENTIAL SUSPECT OR INVESTIGATED IN RELATION TO MATTERS THAT MIGHT HAVE LED TO CRIMINAL PROCEEDINGS?

YES                  NO

### HAVE YOU BEEN SUBJECT TO, OR INTERVIEWED, IN RELATION TO DISCIPLINARY MATTERS OR ALLEGATIONS AGAINST YOU, IN ANY PREVIOUS EMPLOYMENT?

YES                  NO

### HAS YOUR NAME BEEN ADDED TO ANY OF THE FOLLOWING:

*THE DOH CONSULTANCY LIST, NOW KNOWN AS THE PROTECTION OF CHILDREN ACT LIST, THE DFES LIST 99 OR THE PROTECTION OF VULNERABLE ADULTS LIST.*

YES                  NO

### HAVE YOU EVER BEEN SUBJECT TO, OR PARTY TO, COURT PROCEEDINGS, INVOLVING ANY SOCIAL SERVICES AUTHORITY OR ITS EQUIVALENT, HERE OR ABROAD, THAT HAS RESULTED IN THE REMOVAL OF CHILDREN OR VULNERABLE ADULTS FROM YOUR CARE, OR THE IMPOSITION OF A STATUTORY SUPERVISION ORDER?

YES                  NO

### HAVE YOU EVER BEEN REFUSED REGISTRATION OR CANCELLED FROM ANY OFFICIAL REGISTERS OF THE FOLLOWING: *CHILD-MINDERS, DAY CARE PROVIDERS, PRIVATE FOSTERING, REGISTERED CARE HOME OR CHILDREN'S HOME?*

YES                  NO

**IF ANY OF THE ANSWERS TO ANY OF THESE QUESTIONS IS YES, PLEASE GIVE FULL DETAILS IN QUESTION 11.**

## 13. DATA PROTECTION ACT 1998 – CONSENT AND CERTIFICATION OF DETAIL

The information collected on this form and other information which constitutes your personnel record will be used in compliance with the Data Protection Act 2018 & GDPR. The information is being collected for the purpose of administering the employment and training of employees. We will process the personal data contained in the form as you have consented to take part in a recruitment process, therefore the legal basis for processing the information is your signed consent.

The information may be disclosed, as appropriate, to Occupational Health, Law Enforcement Authorities, pension providers and relevant statutory bodies.

FIRST NAME

SURNAME

I consent to my employer recording and processing the information detailed in this application form.

I understand that this information may be used by my employer in pursuance of its business purposes and my consent is conditional upon my employer complying with their obligations under the Data Protection Act 2018.

I AGREE

## 14. RIGHT TO WORK IN THE UK

Please note all applicants must already hold the legal right to work in the UK .

ARE YOU ELIGIBLE TO WORK IN THE UK?

YES

NO

## 15. CONFIRMATION OF DETAILS

I hereby certify that all the information given on this form is correct and that all questions related to me have been accurately and fully answered, and that I am in possession of the certificates I claim to hold. I understand that should the information given in this application be incorrect it may result in my application being rejected, or if selected for the position, summary dismissal, and possible referral to the police.

SIGNATURE

DATE

FULL NAME





# RECRUITMENT MONITORING FORM

Please download the document and complete all sections on the form. If any section does not apply to you, enter not applicable (n/a). Once completed save this file as a PDF document and then upload to the job advert on the **breathehr.com** website.

## GENDER

I AM:

MALE

FEMALE

OTHER

TRANSGENDER

To help us monitor our Equal Opportunities policy please tick or complete the following boxes as appropriate. The information will be detached from your application form before being passed to the Shortlisting Panel.

## ETHNIC ORIGIN

Choose one section from (A) to (E) then tick the appropriate box to indicate your cultural background. These are based on the 2011 Census with additional categories included.

### A - WHITE EUROPEAN

BRITISH

IRISH

ALBANIAN

BOSNIAN

KOSOVAN

ROMANIAN

IF OTHER, PLEASE INDICATE

**ETHNIC ORIGIN**

**B - MIXED**

WHITE/BLACK CARIBBEAN    WHITE/ASIAN    BLACK/ASIAN    WHITE/BLACK AFRICAN

IF OTHER, PLEASE INDICATE

**C - ASIAN OR ASIAN BRITISH**

INDIAN    KASHMIRI    PAKISTANI    BANGLADESHI

IF OTHER, PLEASE INDICATE

**D - BLACK OR BLACK BRITISH**

CARIBBEAN    AFRICAN

IF OTHER, PLEASE INDICATE

**E - CHINESE OR OTHER ETHNIC GROUP**

CHINESE    ARAB    KURDISH    AFGHAN

VIETNAMESE

IF OTHER, PLEASE INDICATE

## DISABILITY

The Equality Act 2010 defines a person as having a disability if he/she has a physical or mental impairment which has a substantial and long term adverse effect on his/her ability to carry out normal day to day activities.

DO YOU HAVE A DISABILITY AS DEFINED ABOVE?

YES NO

If all of the above does not apply to you, however, you consider yourself to have a disability, please tick here.

## EMPLOYMENT STATUS

ARE YOU CURRENTLY UNEMPLOYED?

YES NO

## SEXUAL ORIENTATION

BISEXUAL	GAY/LESBIAN	HETEROSEXUAL/STRAIGHT
NOT DISCLOSED	OTHER	PREFER NOT TO SAY

## RELIGION

CHRISTIAN	BUDDHIST	HINDU	JEWISH
MUSLIM	SIKH	NO RELIGION	NOT STATED

IF OTHER, PLEASE INDICATE

## JOB ADVERTISEMENT

HOW DID YOU FIND OUT ABOUT THIS JOB? (Specify source)	NAME OF REFERRER?
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946 Warwick Road,  
Acocks Green,  
Birmingham.  
B27 6QG

**Tel:** 0121 706 1332

**Fax:** 0121 706 5992

**Email:** [hr@lindale-homes.co.uk](mailto:hr@lindale-homes.co.uk)